



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Paralegal Appeals Division

The Appeals Division of the Office of the Attorney General is responsible for representing the State of Indiana's interests in the appellate courts that serve Indiana, including the Indiana Supreme Court, Court of Appeals of Indiana, and the U.S. Court of Appeals for the Seventh Circuit. There are two sections in the Appeals Division: The Criminal Appeals Section serves as the prosecution in appeals in criminal cases; and the Civil Appeals Section represents the State in appeals in civil cases of all kinds. The Division presently consists of more than 35 attorneys and 7 support staff.

Support staff provide general administrative, secretarial, and clerical services to the Division, including document management, mail, scanning, telephone inquiries, photocopying, and facsimile transmission, reporting to a Section Chief and designated attorneys.

Responsibilities:

- Coordinates production, filing and service of documents via courts' electronic filing systems and USPS;
- Maintains case files in case management system – scanning, uploading electronic documents, maintaining event logs;
- Prepares correspondence as needed;
- Performs initial filings and distributes new case files to attorneys;
- Obtains case materials;
- Contacts court clerks, opposing counsel and outside agencies as needed; and
- Other duties as assigned

Requirements:

- Typing and computer skills to include MS Word, MS Excel, Advologix, Indiana Electronic Filing System, CM/ECF and PACER, SharePoint, and other applicable software, or the ability to quickly learn those programs;
- Excellent organizational and communication skills;
- Competence in multi-tasking and flexibility in work assignments;
- Ability to process high volume of data, documents and other information quickly and accurately;
- Good personal interaction skills, works well with others and is a team player; and
- Ability to work with or without supervision, independently and as a part of a team.